

Human Resources Personnel Action Form

Form: PAF
Developed: 8/23/13
Rev: 01/27/14

Today's Date: 4/2/2014

Proposed Effective Date: 4/14/2014

Effective Date: 4/14/2014

Action Request: **Employee Status: Stipend** Position Status: **Choose an Action**

Personnel Information: *Required for employee actions

*Employee Name: Annette Rodriguez	*Banner ID: 000066608	Social Security: 525-81-8712	DOB: 11/15/1973	Gender: Female
Address: PO Box 963 Chimayo, NM 87522	Phone #: (505) 573-1158		Ethnicity: Hispanic	Highest Degree: MA
Emergency Contact Name: Patricia Perea	Phone #: (505) 507-1509	Address: Same as above	Relationship: Partner	
If transfer Transfer from Position Number:	Transfer To Position Number :		Union Eligible: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Position Information

Ad Request: <input type="checkbox"/> Internal <input type="checkbox"/> External Number of Days _____ Advertisements will be posted for a minimum of five days.		Previous Incumbent: (If applicable) Name: _____		Banner ID: _____
Hiring Chair: Dr. Patricia Trujillo		Faculty: <input type="checkbox"/> Tenure Track <input type="checkbox"/> Non Tenure Track		
<input type="checkbox"/> New Position <input type="checkbox"/> Vacant Position	<input type="checkbox"/> Faculty <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Work Study	<input type="checkbox"/> Regular <input checked="" type="checkbox"/> Temp		
<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	<input type="checkbox"/> Non FLSA Covered (Salaried Position)	<input checked="" type="checkbox"/> FLSA Covered (Time Sheets Required)	<input type="checkbox"/> Time Sheet Required	
Job Title: English Instructor, Summer Bridge, curriculum planning		Position Number: 100851		
Department Name: EXITO		Reporting Official: Dr. Patricia Trujillo		
Campus Location: <input checked="" type="checkbox"/> Espanola <input type="checkbox"/> El Rito <input type="checkbox"/> Other		Office Phone: (505) 747-2216		
Funding Source: <input type="checkbox"/> I&G <input checked="" type="checkbox"/> Grant <input type="checkbox"/> Other _____		Contract Term:		
Grant Program Name: Exito		Staff: <input type="checkbox"/> 12 mos Other _____		
Grant Expiration Date: 9/30/2015		Faculty: <input type="checkbox"/> 9 mos <input type="checkbox"/> 10 mos <input type="checkbox"/> 11 mos <input type="checkbox"/> 12 mos		
		Student: <input type="checkbox"/> Currently Work Study: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Account/Grant/Program No: 41143-2111-61104-101	FTE:	Amount: \$ 750.00		
Account/Grant/Program No: 41143-2111-61103-101	FTE: 0.20	Amount: \$ 975.00		
		(Must Equal Contract or Estimated Amount) Total: \$ 1,725.00		

Notes: The \$975 is half the stipend for teaching a combined developmental English course in summer bridge. The other half for the same amount will cover the last half of the course to complete the program.

The \$500 in the Spring PAFs covers curriculum planning among the English teachers, who will collaborate and coordinate grammar, reading comprehension and writing classes, lessons plans, assignments and quizzes for Summer Bridge. They will also review and select textbooks and other materials for the classes, as well as search for appropriate and relevant materials online via the smartboards in each of the classrooms in TEC.

The \$250 stipend for June covers have the stipend for the extra duties Summer Bridge teachers take on, such as attending and speaking at the Student and Parent Orientation, preparation of materials for the chap book, attending an all day field trip, preparing for and attending graduation, extra meetings along the way and other duties as needed to fulfill the program. It's actually a \$500 stipend, but the second half, \$250, will be assigned to the July PAF.

Compensation

Start Date: 4/14/2014 End Date: 6/30/2014 Probation Ends: Click here to enter a date.	Salary Amount: \$ 975.00 Stipends: \$ 750.00 Other: \$ Total Contract: \$ 1,725.00	Total Hours Authorized: Weekly Hours Authorized: Hourly Rate: \$ (if applicable) Total Estimated: \$ 0.00
		Salary Range: From: \$ To: \$
Current Salary: \$	Proposed Salary: \$	Salary Increase \$ 0.00 Percentage:
Budget Check: S. Lovato	Job Title: Sr. Grants Accountant	Date: 4/11/2014
Completed By: Deborah Begel	Job Title: Developmental Writing Specialist	Phone: (505)747-2216 Date: 4/1/2014
Employee Signature:  Date: 03/26/14		
Executive Signature: Date:		